

SUBJECT:	Fermilab Assessment Manual – Chapter 4 Independent QA Assessment Procedure – Form 2	NUMBER:	3902.1004 FORM 2
RESPONSIBILITY:	Quality Assurance Manager	REVISION:	001.4
APPROVED BY:	Head, Office of Quality and Best Practices	EFFECTIVE:	11/15/2011

Fermilab Independent QA Assessment Report	
Assessment Number & Title: 12-QA-008 FESS - Procurement	Version: 002
Date(s) of Assessment: 2/13/12 – 2/17/12	
Performing Organization: Office of Quality & Best Practices	
<p>Assessed Organization(s): Facilities Engineering Services Section (FESS) including the following:</p> <ul style="list-style-type: none"> • Administration • Engineering • Operations • Site Services <p>The following abbreviated department descriptions are based on the FESS website. As the management arm of FESS, the Administration Department sets goals, assures that all budgetary and schedule commitments are maintained and oversees the lab-wide facilities & infrastructure program.</p> <p>Acting as an in-house Architectural/Engineering (A/E) firm, the Engineering Department provides expertise for conventional facility design and construction activities and directs outside A/E services.</p> <p>Operations is responsible for the operation and maintenance of non-science infrastructure at Fermilab.</p> <p>Site Services provides a myriad of services to the Fermilab community, including Roads & Grounds, Janitorial, Time & Materials Contracting, Geographic Information Systems data and Wilson Hall Building Management.</p>	
<p>Assessment Activities & Scope:</p> <p>Implementation and effectiveness of controls for procurement described in IQA chapter 7 and FESS requirements were examined via interview, observation, and document review.</p> <p>Scope Limitations:</p> <p>Inspection and Acceptance Testing, Suspect/Counterfeit Items (S/CI) and BSS procurement activities were excluded.</p> <p>Activities Reviewed Within this Assessment:</p> <ul style="list-style-type: none"> • Administrative Services • Budget Analysis • Building Management • Civil Engineering • Fire Protection Engineering <p>Description of the Implementation & Effectiveness of Observed Activities:</p> <p><u>Procurement</u></p>	

SUBJECT:	Fermilab Assessment Manual – Chapter 4 Independent QA Assessment Procedure – Form 2	NUMBER:	3902.1004 FORM 2
RESPONSIBILITY:	Quality Assurance Manager	REVISION:	001.4
APPROVED BY:	Head, Office of Quality and Best Practices	EFFECTIVE:	11/15/2011

The requirements of IQA Chapter 7, Procurement, are met and are effectively implemented within the Facilities Engineering Services Section (FESS). The assessment concentrated on the administrative assistants within FESS since they are responsible for initiating a broad range of procurements and for processing purchase requisitions (PRs) and ProCard orders. Building management and civil and fire protection engineering personnel were interviewed to determine how procurement requirements were communicated. FESS' Budget Analyst, acting as the procurement gatekeeper, and an administrative assistant, acting as the back-up were interviewed to ensure that the PRs have appropriate signature approvals and support documentation before forwarding to purchasing.

A total of 15 PRs and ProCard orders were examined ranging from \$63 to over \$4.2 million covering: construction projects, engineering & technical services, Global Positioning System (GPS) surveying equipment, utility payments, office supplies, and chemicals. PRs were examined for approval signatures, National Environmental Policy Act (NEPA) reviews, and documentation of product or service requirements. All PRs reviewed contained the correct signatures, had evidence of NEPA review, and had sufficient requirements to allow the correct product or service to be procured. These requirements ranged from temporary help job description (File 01), catalog invoices (File 02), scope of work change (file 03), to a work package drawing (file 04). All requirements examined were documented to a level commensurate with the complexity of the item or service being purchased.

The requirements of FESS-003 – Environmental Review Procedure were examined and verified. This document outlines the responsibilities of the requestors (requisition preparers) and the FESS NEPA reviewers. The requestors are required to prepare purchase requisitions, consider ES&H concerns, provide supporting documentation for NEPA approval and initiate an environmental review when environmental impacts are present. Review of the purchase orders (files 01, 03, 05, 06, 07 & 08) and interviews with three requisition preparers confirmed that requirements of FESS-003 are followed.

The responsibility of the FESS NEPA reviewers include ensuring all requisitions are reviewed for ES&H concerns. The NEPA reviewer determines if the item is on the FESS-003 pre-qualified list. If so, they enter their ID # in the NEPA approval box, if not, they forward the requisition to the Environmental Officer (EO) who determines if the item is covered by a generic categorical exclusion (CX). If so, they enter their ID # in the NEPA approval box, if not they forward it to the FESS ES&H group for further action. Review of the purchase requisitions in attachment files 02, 03, 05, 08 & 09 and interviews with the FESS NEPA reviewers confirmed that requirements of FESS-003 are followed.

Review of the procurement records listed in appendix 1 indicated that all contained appropriate approvals, that processing change orders (files 03, 08 & 11), vendor sole source justification (file 01) and correct expenditure type (all requisitions) were done in accordance with Fermilab Procurement Policy and Procedures Manual, BSS/PRO/001revision 9/7/2011.

The requirements of Fermilab Procurement Card (ProCard) User's Guide were examined and verified. This document outlines the card holder responsibilities including purchasing procedures, restrictions and ES&H sensitive items. All interviewees followed the purchasing procedure outlined in the user's guide. Of three persons interviewed, two entered ProCard orders on the Oracle front end system and one tracked ProCard orders using a transaction log, due to the low volume of ProCard orders (file 09). Review of ProCard orders (Files 01, 02, 09 & 13) and interviews with three ProCard holders confirmed that the requirements of the ProCard user's guide are implemented.

Requestor requirements were examined and verified. Three requestors were interviewed regarding four purchase requisitions and one ProCard order. All requestors provided required documentation that was

SUBJECT:	Fermilab Assessment Manual – Chapter 4 Independent QA Assessment Procedure – Form 2	NUMBER:	3902.1004 FORM 2
RESPONSIBILITY:	Quality Assurance Manager	REVISION:	001.4
APPROVED BY:	Head, Office of Quality and Best Practices	EFFECTIVE:	11/15/2011

effectively forwarded during the purchasing process, as seen in files 07, 08, 10, 11 & 13. Interviews with the requestors identified criteria for supplier selection, including price and past performance, OSHA requirements and existing equipment. Also, special oversight requirements were identified including hazard analysis, work permit, equipment and drawings (file 04), and time & expense reporting (file 12). The requestor requirements of IQA chapter 7 are effectively implemented.

Training records indicate that all interviewees have taken FN000472, “Sustainable Acquisition” training as required in FESHM 5011, Sustainable Acquisition. Also, training records show that the FESS ES&H Qualified Environmental Reviewers have taken FE000008, FESS Environmental Review Training or FN000194, NEPA Review Training.

Conclusions:

Procurement controls identified in IQA chapter 7 and FESS procurement procedures are being followed. Review of a representative sample of procurement records show 100% compliance with requirements. Documentation of product and service requirements for procurement is commensurate with the complexity of the item or service being procured.

Findings:

None

Observations and Recommendations:

None

Commendable Practices:

None

The team noted that of all the procurement records they examined, no errors were found.

Persons Interviewed:

Russ Alber
Martha Garcia
John Kent
Maria Martinez
Jim Niehoff
Sue Quarto
Diana Topalski

Documents Reviewed:

- FESS-003 – Environmental Review Procedure, Rev.: 0.0
- FESHM 5010, Environment, Safety and Health And National Environmental Policy Act Procurement review revision 10/06
- FESHM 5011, Sustainable Acquisition revision 01/2011

SUBJECT:	Fermilab Assessment Manual – Chapter 4 Independent QA Assessment Procedure – Form 2	NUMBER:	3902.1004 FORM 2
RESPONSIBILITY:	Quality Assurance Manager	REVISION:	001.4
APPROVED BY:	Head, Office of Quality and Best Practices	EFFECTIVE:	11/15/2011

- Fermilab Procurement Card (ProCard) User's Guide revision 12/10

Attachments:

- File 01- DOC021312
- File 02 - PRN146290 FE-11-0625[1][1]
- File 03 - 221668 FE-11-0039[1]
- File 04 - 2-1-259 HA
- File 05 -223391 FE-11-0256[1]
- File 06- 225004 FE-11-0433[1]
- File 07 - 228588 FE-11-0800
- File 08- 227750 FE-11-0701[1][1]
- File 09- Procard Purchase 23
- File 10 - Engineering, Drafting and Inspection RFP
- File 11 - Req. Credit Log Req#FE-11-0198
- File 12 – 2083.001
- File 13 - Construction_Fork_Video[1]

Standards, Regulations, and Other Program Requirements Applied:

The specific criteria applied to this assessment were:

- 1001, IQA revision 1, Chapter 7, Procurement
- Fermilab Procurement Policies & Procedures Manual (including appendices and attachments) revision 09/07/2011

Corrective Action Plans Issued:

None

Assessors' Names (asterisk indicates team leader):

- Don Rohde - AD
- Mike Pakan * - OQBP

Submitted by: Mike Pakan

Date: 3/02/2012

Distribution (Distribute to assessed organizations' management, OQBP head, and other interested parties):

Rod Walton
Randy Ortgiesen
Kent Collins,
Jolie Macier
Bill Shull

Jed Heyes
Don Rohde
Mike Pakan

SUBJECT:	Fermilab Assessment Manual – Chapter 4 Independent QA Assessment Procedure – Form 2	NUMBER:	3902.1004 FORM 2
RESPONSIBILITY:	Quality Assurance Manager	REVISION:	001.4
APPROVED BY:	Head, Office of Quality and Best Practices	EFFECTIVE:	11/15/2011

Appendix 1: Procurement Records reviewed

REQ	Amount	Description
221668	\$ 36,500.00	CMTF Additional Service Fee due to Scope Changes ECP-001
Paper req, due to credit	\$ (15,073.00)	CHANGE ORDER (CREDIT) to existing PO 590342 - IB-3 Addition - EC-78, 83, 87 & 88
223391	\$1,276,016.78	FY01 DELIVERY ORDER ANNUAL UTILITY PAYMENT - COM ED
215723	\$ 25,000.00	Agency Fire Systems Maintenance Technician
225004	\$ 5,880.00	RESTOCK - REFRIGERANT, R22, 30LB CYLINDER
227750	\$ 28,080.00	FESS/Engineering Engineering, Drafting and Inspection Services
228588	\$ 5,800.00	WH 16th Floor Northeast corner Exhaust System Access Platform Fabrication and Installation
229264	\$4,272,150.00	LArTF (Liquid Argon Test Facility) - Initial Construction Requisition
Paper req, Ordering Agreement	\$2,700,000.00	ORDERING AGREEMENT FOR SITE WIDE CLEANING SERVICE (SERVICE COORDINATOR MIKE BECKER)
225748	\$ 3,000.00	GPS Viva Base Station Unit Monthly Rental Rate
ProCard #	Amount	Description
PRN152858	\$119.90	Blueair 402 particle filter kit
PRN146290	\$716.62	Office supplies
PRN148161	\$640.00	Furniture, LED Task Lights for S. Dixon
#23	\$ 63.40	Office supplies
PRN149421	\$120.00	Safety Video Construction Fork Lift TM/CC update